



EMAIL AND INTERNET POLICY

EMAIL

Email is also to be used for HKC business only. HKC confidential information must not be shared outside of HKC, without authorization, at any time. You are also not to conduct personal business using HKC's computers or email.

- ♦ All e-mail messages composed, sent, or received are the property of HKC.
- ♦ The CEO has the right to review, audit, intercept, access and disclose all messages created, received or sent via e-mail for any purpose.
- ♦ The confidentiality of any message should not be assumed.
- ♦ All messages transmitted on the internet should have your name attached and no messages may be sent under an assumed name.
- ♦ Employees are not authorized to retrieve or read any e-mail messages that are not sent to them, except when specific permission is granted.

INTERNET

- ♦ Under no circumstances may HKC computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Failure to comply with this requirement can lead to disciplinary action and ultimately the termination of employment.
- ♦ Solicitation for non-HKC business, or use of the internet or e-mail for non-HKC business or personal gain is prohibited. Time on the internet is to be used for company business only.

No outside software is to be loaded onto HKC computers without first obtaining permission from a supervisor.

EXECUTIVE OFFICES

MILDRED GOETZ DAY CAMP
667 Blauvelt Road, P.O. Box 175
Pearl River, NY 10965
T 845.735.2718 · F 845.735.3544

FLORA HAAS DAY CAMP
1131 Manor Road
Staten Island, NY 10314
T 718.761.1423

ALICE N. PROSKAUER DAY CAMP
75 Colonial Springs Road
Wheatley Heights, NY 11798
T 631.643.9696

LEONARD M. SILBERMAN
Chief Executive Officer
JEFFREY A. COOPERSMITH
Executive Director

www.camphkc.org
info@camphkc.org

A beneficiary of
UJA Federation
of New York